

PHOENIX POLICE DEPARTMENT

FORGERY REPORT PACKET

IMPORTANT INFORMATION:

- This form is to facilitate the reporting of forgeries by businesses to the Phoenix Police Department.
- It is not intended for the reporting of Credit Card or Identity Fraud.
- One Forgery Packet must be completed for each separate incident.
- Do not combine the information and evidence from multiple events into one packet, even if it involves the same suspect.
- Failure to complete this packet as directed and in a timely manner may delay our ability to complete a report and successfully arrest any suspect(s).

FORGERY REPORT INSTRUCTIONS:

1. Complete the attached Incident Summary Form. (Please print)
2. Distribute an attached Forgery Witness Form to each employee who witnessed the incident.
3. Ensure that each Forgery Witness Form that is distributed is completed in its entirety.
4. Place a check mark next to, and attach any of the following evidence that may apply to this incident:

_____ Surveillance photographs of check presenter.

_____ Affidavit of Forgery

_____ Original forged check in protective sleeve.

_____ Victim account holder information.

_____ Contact name and phone number for responsible party.

_____ Original or copies of Identification used by check presenter.

5. Please **do not** submit this forgery report packet until all witness forms are completed and all available evidence is obtained. **One packet will be used per incident**
6. Mail this cover sheet, the completed Incident Summary Form, all completed Forgery Witness Forms, and any applicable evidence check marked above to:

Phoenix Police Department
Document Crimes Detail
620 W. Washington Street
Phoenix, AZ 85003

NOTE: This packet will be reviewed for completeness prior to being assigned to a Document Crime Detective. Please insure that the Incident Summary Form and the Forgery Witness Forms are completed and that all evidence relating to this incident is attached. It may be necessary to delay the submittal of this packet until this information can be collected.

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INCIDENT SUMMARY FORM

On _____ at approximately _____ (a.m./p.m.),
(Date) (Time)

a forged check was presented at _____
(Name of Business or Financial Institution)

located at _____ in the City of Phoenix,
(Physical Street Address)

Arizona. The check was presented to employee _____.

(Name/Title)

The forged check contained the following information:

Payee Name:
Payee Address:
Payee Phone:
Pay to Name:
Check Number:
Check Amount
Account Number

The check was determined to be a forged instrument based on the following reason/s, (e.g., reported as stolen, contact with account holder, quality of document, etc., be as detailed as possible:

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FORGERY WITNESS FORM (PAGE 3 AND 4 OF PACKET)

1. Witness Name: _____
Last First Middle
2. Date of Birth: _____ / _____ / _____ 3. Sex: M / F
Month Day Year (Circle One)
4. Business Name: _____
5. Business Address: _____
6. Business Phone: _____ 7. Other Phone: _____
8. Description of Suspect: _____

(Race) Sex (M/F) Hair Color Approx Age

Clothing Description (Include as much detail as possible, i.e. color, wearing hat, writings/designs on clothing).

Other Distinguishing Features (i.e. visible scars, tattoos, birthmarks, acne, glasses, braces, etc.).

Suspect Vehicle Information (If known, i.e. color, make, model, year, license plate number, license plate state).

9. Can you identify the suspect? Y / N (Circle One)
10. Will you aid in prosecution? Y / N (Circle One)
11. Did the suspect present the forged check to you? Y / N (Circle One)

(If yes, complete the following questions numbered 12-16)

(If no, proceed to question number 17)

12. Date and time the check was presented? _____ / _____ / _____ a.m./p.m.
Month Day Year Time (Circle One)
13. What identification was presented by the suspect? _____
(Please include identification number: e.g., Arizona DL#B12345678, Arizona ID#123456789, etc.)
14. Was the identification number recorded on the forged check? Y / N (Circle One)
15. If a photo ID was used, was the picture compared to the suspect? Y / N (Circle One)
If yes, did the picture appear to be of the suspect? Y / N (Circle one)
16. Did the suspect endorse/sign the forged check in your presence? Y / N (Circle One)

(Questions continued on the next page)

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FORGERY WITNESS FORM (PAGE 3 AND 4 OF PACKET)

17. Describe the events that you witnessed in regards to this forgery incident. If known, describe how the check was determined to be a forged instrument:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

18. Do you have any additional information that will assist in locating the suspect?

This image shows a single sheet of white paper with horizontal black lines, resembling notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.